



# Juliette Coordinator Position Description

**Position:** Juliette Coordinator

**Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

**Purpose:** To provide support to Girl Scout Juliettes, to be a link from the Service Unit to the girls offering Service Unit event information and activities and set up and manage Juliette checking account.

**Responsible To:** SUM and Kim Dickerson, Juliettes Membership Specialist 800-341-4007, kdickerson@cbgsc.org

**Term of Appointment:** One year

- Requirements:**
- Membership in GSUSA
  - Complete training as required for the position
  - Complete volunteer application or renewal applications annually
  - Ability to work well with youth and adult volunteers
  - Access, ability and willingness to use the internet, email and new technologies

**Principle Duties:**

- Establish and maintain continuing support to Juliettes and families
- Ensure girl planning and goal setting
- Communicate regularly with Juliettes either by telephone or email
- Visit girl(s) if necessary
- Serve as a resource person
- Set up and maintain Service Unit Juliette checking account (GSCB, Juliettes SU #)
- Promote and coordinate Cookie and Fall Product Sales Programs
- Maintain DCR (Detailed Cash Record) for each Juliette
- Promote and implement Service Unit and GSCB sponsored programs
- Maintain confidentiality when dealing with sensitive issues
- Attend Service Team and Leader meetings
- Implement GSCB and national policies, standards and procedures
- Provide support for GSCB Fund Development, Family Partnership and United Ways/Fund.
- Participate in roundtable discussion/enhancement workshops relating to the position
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all programs reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action; exhibit a non-discriminatory attitude in all internal and external working relationships.

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_